

## 2.3 Nature of Action Codes

**Table 3. Complete listing of nature of action codes for filled or vacant positions.**

Following are the major categories of actions.

A=ADDITION  
C=CLASSIFICATION  
E=POSITION

G=WAGE ADJUSTMENT  
K=SUSPENSION  
M=MISCELLANEOUS

S=RETURN  
W=LEAVE  
Y=SEPARATION

### A=ADDITION

An addition is an action that places a person on your agency's payroll for the first time (i.e., appointments and transfers-in). It can also be an action to hire an individual who has had previous state service (i.e., reinstatements and re-employments).

<b>A1_Appoint</b> (Appointment)	A11	Appointment
	A12	Appointment with no break in service. Use this code for an employee who will be appointed the day following his resignation.
	A13	Appointment with no break in service, but a company number change.
	A14	Appointment with previous service in the same agency. Use only if employee was employed in this agency during the past 12 months. Employee terminated 11-1 and after. (Not Used by Parks.)
	A15	New Employees Appointed up to the Mid-Point. Employee appointed at a salary not to exceed the midpoint of the pay grade in accordance with 101 KAR 2:034 & 3:045, Section 1.
	A16	Appointment Returning Retiree – minimum of grade
	A17	Appointment Returning Retiree – up to midpoint of grade
<b>A2_Reinststate</b> (Reinstatement)	A21	Reinstatement (12 Month Break)
	A22	Reinstatement (Worked within 12 Months)
	A23	Reinstatement by board or court order.
<b>A3_Reemploy</b> (Re-Employment)	A31	Re-employment
<b>A4_Trans In</b> (Transfer Into)	A41	Transfer into (from another agency)

## C=CLASSIFICATION

A classification change involves making a change to a classification assigned to a position number. The position number itself is not changing but something associated with the classification assigned to it is. The following codes should be used to initiate a classification change.

<b>C1_Reclass</b> (Reclassification)	C11	to a higher grade with increase in base salary.
	C12	to a higher grade with lump sum. Use this code with employees above the maximum of their salary range who are to receive a lump sum payment. (Not in use at this time.)
	C13	to the same grade with no change in salary.
	C14	to a lower grade with no change in salary (downgrade in position).
<b>C2_Realloc</b> (Reallocation)	C21	to a higher grade with increase in base salary.
	C22	to a higher grade with lump sum payment. (Not in use at this time.)
	C23	to the same grade with no change in salary.
	C24	to a lower grade with the same salary.
	C25	to a higher grade with the same salary.
<b>C3_Grade Chg</b> (Grade Change)	C31	with increase in base salary.
	C32	no change in salary.
	C33	Salary schedule change to handle grades 3 thru 9
<b>C4_Range Chg</b> (Range Change)	C41	with increase in base salary.
	C42	no change in salary.
<b>C5_Title Chg</b> (Title Change)	C51	Title Change/Title Code
	C52	Agreed Order/Title Change

**E=POSITION NUMBER**

A position number change is defined as any time the P-1 action affects the position number.

<b>E1_ Transfer W/In</b> (Transfer Within)	Use these codes only if appointing authority does not change.
	E10 Involuntary Transfer Within (cabinet remains same, department number does change).
	E11 Transfer Within (neither cabinet nor department number changes).
	E12 Transfer Within (cabinet remains same, department number does change).
	E13 Transfer Within with a Title Change (neither cabinet nor department number changes).
	E14 Transfer Within with a Title Change (cabinet remains same, department number does change).
<b>E2_ Promote</b> (Promotion)	E16 Involuntary Transfer Within (neither cabinet nor department number changes).
	Use these codes as first code only if appointing authority does not change.
	E21 to a higher grade with salary increase added to base salary.
	E22 to a higher grade with lump sum payment. (Not in use at this time.)
<b>E3_ Demote</b> (Demotion)	E24 Ingrade Promotions – salary and grade will not change – will serve probationary period.
	Use these codes as first code only if appointing authority does not change.
	E30 to a lower grade with the same or lower salary, involuntary.
	E31 to a lower grade with no change in salary.
	E32 to a lower grade with reduction in salary.
	E33 same grade, no reduction in salary.
<b>E4_ Reorg</b> (Reorganization)	E41 Due to Executive Order.
	E42 Due to Administrative Order.
	E43 Due to Legislation.
	E44 Due to De-organization
<b>E5_ Detail</b> (Detail to Special Duty)	E51 Detail to Special Duty.
<b>E6_ Reversion</b> (Reversion)	E61 Reversion from detail to special duty, promotion, or from the unclassified service.
<b>E7_</b> (Position Establishment/Abolishment)	E71 <b>ESTABLISH</b> (Establish Position)
	E72 <b>ABOLISH</b> (Abolish Position)
<b>E8_Pos # Chg</b> (Position Number Change)	E81 Due to position number correction/realignment.
	E82 Other

**G=WAGE ADJUSTMENT**

A personnel action involving a person's salary **ONLY**, either by adding to their base pay or a lump sum payment would fall under the category of wage adjustment.

<b>G1_Increment</b> (Increment Within)	G11	Six-month probationary increment
	G12	Six-month non-merit increment
	G13	Annual increment only, merit and non-merit.
<b>G2_Pro Incse</b> (Promotional Increase)	G21	Promotional increase upon completion of probationary period due to promotion with increase in base pay.
	G22	Promotional increase in a lump sum payment upon completion of probationary period due to promotion. (Not in use at this time.)
<b>G3_Ed Incse</b> (Educational Increase)	G31	Educational increase (5% added to base salary).
<b>G4_Shift/Weekend Premium</b>	G41	Shift/Weekend Premium added.
	G42	Shift/Weekend Premium deleted.
<b>G5_Sal Chg</b> (Salary Change)	G51	Salary Change
	G53	Adjustment for Continuing Excellence (ACE) Add-on
	G54	Employee Recognition Award (ERA)
	G55	Salary Adjustment Due to New Appointee's Salary
	G57	Salary Adjustment
	G58	Salary Adjustment Per Legislation
<b>G6_Pay Type</b> (Pay Type-Hourly, Salary, Per diem)	G61	Hourly to Salary
	G62	Salary to Hourly

**K=SUSPENSION**

This category is used for disciplinary actions involving fines and suspensions. You may use only one of the following codes. (Dismissals are coded under separations.)

<b>K1_ &amp; K2_ Suspend</b> (Suspension)	K11	Poor time and attendance record
	K12	Poor work performance
	K13	Job abandonment
	K14	Patient/client abuse
	K15	Sleeping on the job
	K16	Policy violation
	K17	Insubordination
	K18	Use of alcohol/drugs
	K19	Misconduct
	K20	Other
<b>K3_ &amp; K4_ Fine</b> (Disciplinary Fine) <b>NOT USED AT THIS TIME</b>	K31	Poor time and attendance record
	K32	Poor work performance
	K33	Job abandonment
	K34	Patient/client abuse
	K35	Sleeping on the job
	K36	Policy violation
	K37	Insubordination
	K38	Use of alcohol/drugs
	K39	Misconduct
	K40	Other

## M=MISCELLANEOUS ACTIONS

Miscellaneous actions are those which make a change on the employee's personnel record, such as a name or address change. They are also used to update various position/employment data fields maintained in the system.

<b>M1_</b> (Social Security Number or Effective Date)	M11	<b>SSN CHG</b> (Social Security Number Change)
<b>M2_Empl Stat</b> (Employment Status Change)	M21	Change in employee status (probationary to status, etc).
	M22	Change in employment type (full or part-time).
	M23	Change position merit status.
	M24	Change in work county.
	M25	Fund Source.
	M26	Federal Fair Labor Standards Act/OT
	M27	Retirement
<b>M3_Pers Stat</b> (Personnel Status Changes)	M30	Adjust Promotion Date
	M31	Increment Date Change
	M32	Name Change
	M33	Home address/home phone change. Note: entering phone numbers is at the option of the agency. This field is not carried in the personnel file.
	M34	Work address/work phone change. Note: entering this data is at the option of the agency. This field is not carried in the personnel file.
	M35	Change Race/Sex Status
	M36	Change Birthdate
	M37	Change Worker's Compensation Code
	M38	Change in Home County (county of legal residence)
<b>M4_Misc</b> (Miscellaneous Information)	M39	Change State/Local Tax Codes
	M41	Temporary Overlap (always use as a secondary code)
<b>M5_Pilot Project</b>	M51	Start Pilot
	M52	Stop Pilot
<b>M6_Loc/Crew Change</b>	M61	Location/Crew Change for Cabinet 35 Only

**S=RETURNS FROM LEAVE WITH AND WITHOUT PAY**

Any employee who has been put on leave status by P-1 must be returned to active status by P-1.

<b>S1_ Ret W/O Pay</b> (Returns From Leave Without Pay)	S11	Return from Military Leave
	S12	Return from Educational Leave
	S16	Return from Sick Leave Without Pay
	S17	Return from Other Leave Without Pay
	S18	Return from Leave Without Pay for purposes in the best interests of the State (101 KAR 1:140, Section 8).
<b>S31 Ret Suspension</b>	S31	Return from suspension.
<b>S5_ Ret W/ Pay</b> (Returns From Leave With Pay)	S51	Return from Educational Leave With Pay
	S52	Return from Leave With Pay for purposes in the best interests of the State.

**W=LEAVES**

<b>W1_ Lv W/O Pay</b> (Leave Without Pay)	W11	Military Leave Without Pay
	W12	Educational Leave Without Pay
	W16	Sick Leave Without Pay
	W17	Other Leave Without Pay
	W18	On Leave Without Pay for purposes in the best interests of the State.
<b>W3_ Lv W/ Pay</b> (Leave With Pay)	W31	On Educational Leave With Pay. Does not accrue leave balances. Receives annual increments but not performance pay.
<b>W4_ Spec Lv W/ Pay</b> (Special Leave With Pay)	W41	Special Leave With Pay, For Investigative Purposes.



**Y=SEPARATIONS**

A separation action is one in which an employee is taken off your agency's personnel rolls.

	Y01	<b>TRANS OUT</b> (Transfer Out Appointing Authority Changes)
	Y02	Time-Limit Termination (does not abolish the position)
	Y03	Termination
	Y04	Termination – Initial Probation
<b>Y1_ &amp; Y2_ Resign</b> (Resignation)	Y11	Resignation - Salary
	Y12	Resignation - Lack of Opportunity
	Y13	Resignation - Personal Conflict
	Y14	Resignation - Marriage
	Y15	Resignation - Job Incompatibility
	Y16	Resignation - Return to School
	Y17	Resignation - Health
	Y18	Resignation - Family Reasons
	Y19	Resignation - Transportation
	Y20	Resignation - Move out of Area
	Y21	Resignation - To be Re-appointed (different agency)
	Y22	Resignation - Other
	Y23	Resignation - From Leave
	Y24	Resignation - To be Re-appointed (same agency)
	Y25	Resignation- Accept with Prejudice
<b>Y3_Retire</b> (Retirement)	Y31	Retirement - Disability
	Y32	Retirement - Early
	Y33	Retirement - Mandatory (Not Available)
	Y34	Retirement - Normal
	Y35	Retirement - From Leave
<b>Y4_ &amp; Y5_ Dismiss</b> (Dismissals)	Y41	Poor Time and Attendance
	Y42	Poor Work Performance
	Y43	Job Abandonment
	Y44	Patient/Client Abuse
	Y45	Sleeping on the Job
	Y46	Policy Violation
	Y47	Insubordination
	Y48	Use of Alcohol
	Y49	Misconduct
	Y50	From Suspension
	Y51	Other or From Leave
<b>Y6_Layoff</b> (Layoffs)	Y61	Lack of Work
	Y62	Lack of Funds
	Y63	Reorganization
	Y64	Other
<b>Y7_Death</b> (Deaths)	Y71	Deceased

The next page contains a table summarizing the nature of action codes. Before using this table, be sure you have studied and are aware of the specific meanings of each nature of action code in Table 3--the complete listing of each description.

The abbreviations you must enter on Item 14 of the P-1 are included in the table, in bold print.

**Table 4. Summary of Nature of Action Codes (Abbreviations to be used are in bold type.)**

A=ADDITIONS

**Appoint**

- A11 Appointment
- A12 No service break, same cabinet & dept.
- A13 No service break, chg cabinet & dept or same cabinet, diff dept.
- A14 Previous service, same cabinet & dept.
- A15 Up to the Mid-point of Grade
- A16 Minimum of Grade –**Returning Retiree Only**
- A17 Up to the Mid-point of Grade - **Returning Retiree Only**

**Reinstate**

- A21 Reinstatement, 12 mo. break
- A22 Reinstatement, (Worked within 12 months)
- A23 Reinstatement by board or court order

**Reemploy**

- A31 Re-employment

**Trans In**

- A41 Transfer Into

C=CLASSIFICATION

**Reclass**

- C11 higher grade & base
- C12 higher grade+lump sum (N/A)
- C13 same grade & salary
- C14 lower grade, same salary

**Realloc**

- C21 higher grade & base
- C22 higher grade+lump sum (N/A)
- C23 same grade & salary
- C24 lower grade, same salary
- C25 higher grade, same salary

**Grade Chg**

- C31 higher salary
- C32 same salary
- C33 salary sch chg, gr 3-9

**Range Chg**

- C41 higher salary
- C42 same salary

**Title Chg**

- C51 Title Change/Title Code
- C52 Agreed Order/Title

E=POSITION NUMBER

**Trans W/In**

- E10 Invol. Trans, same cabinet, diff dept
- E11 Vol. Trans, same cabinet & dept.
- E12 Vol. Trans, same cabinet, diff dept.
- E13 Trans w/title chg, same cabinet & dept.
- E14 Trans w/title chg, same cab, diff dept.
- E16 Invol. Trans, same cabinet & dept.

**Promote**

- E21 Higher grade, Incse added to base
- E22 Higher grade, Lump sum payment (N/A)
- E24 Ingrade Prom, salary & grdge no chg probation period

**Demote**

- E30 Lower grade, same or lower salary, Invol.
- E31 Lower grade, same salary, vol.
- E32 Lower grade, lower salary, vol.
- E33 Demotion, same grade & salary

**Reorg**

- E41 Exec. Order
- E42 Admin. Order
- E43 Legislation
- E44 De-organization

**Detail**

- E51 Detail to Special Duty

**Reversion**

- E61 From detail, promotion, or unclassified service

**Establish**

- E71 Establish position

**Abolish**

- E72 Abolish position

**Pos # Chg**

- E81 Correct/redo pos. #
- E82 Other

G=WAGE ADJUSTMENT

**Increment**

- G11 6 month probationary increment
- G12 6 month non-merit increment

G13 annual inc. only, merit &amp; n-merit

**Pro Incse**

- G21 After probation, increase in base
- G22 After probation, lump sum (N/A)

**Ed Incse**

- G31 Ed Increase

**Shift/Weekend Premium**

- G41 Start shift/weekend premium
- G42 Stop shift/weekend premium

**Sal Chg**

- G51 Salary Change
- G53 Adj for Continuing Exc (ACE)
- G54 Emp Recog. Award (ERA)
- G55 Due to New Appointee Salary
- G57 Salary Adjustment
- G58 Salary Adjustment Per Legislation

**Pay Type**

- G61 Hourly to Salary
- G62 Salary to Hourly

K=SUSPENSION

**Suspend**

- K11 Time and Attendance
- K12 Work Performance
- K13 Job Abandonment
- K14 Patient/Client Abuse
- K15 Sleeping on the Job
- K16 Policy Violation
- K17 Insubordination
- K18 Alcohol/Drug Use
- K19 Misconduct
- K20 Other

**Fine (N/A)**

- K31 Time and Attendance (N/A)
- K32 Work Performance (N/A)
- K33 Job Abandonment (N/A)
- K34 Patient/Client Abuse (N/A)
- K35 Sleeping on the Job (N/A)
- K36 Policy Violation (N/A)
- K37 Insubordination (N/A)
- K38 Alcohol/Drug Use (N/A)
- K39 Misconduct (N/A)
- K40 Other (N/A)

M=MISCELLANEOUS ACTIONS

**SSN Chg**

- M11 Social Security Number Chg

**Empl Stat**

- M21 Chg employee status
- M22 Chg employment type
- M23 Chg position merit status
- M24 Chg work county
- M25 Fund Source
- M26 FLSA/OT
- M27 Retirement

**Pers Stat**

- M30 Adjust Promotion Date
- M31 Increment Date chg
- M32 Name chg
- M33 Home address/phone chg
- M34 Work address/phone chg
- M35 Chg race/sex status
- M36 Chg birthdate
- M37 Chg workman's comp (N/A)
- M38 Chg home county
- M39 Chg state/local tax codes

**Overlap**

- M41 Temp Overlap

**Pilot Project**

- M51 Start Pilot
- M52 Stop Pilot

**Location/Crew Change**

- M61 Loc/Crew Change for Cab. 35 only

S=RETURNS FROM LEAVE W/ &amp; W/O PAY

**Ret W/O Pay**

- S11 Military
- S12 Educational
- S16 Sick
- S17 Other
- S18 Best Interests of State
- S31 Suspension

**Ret W/ Pay**

- S51 Educational
- S52 Best Interests of State

W=LEAVES TO W/ &amp; W/O PAY

**Lv W/O Pay**

- W11 Military
- W12 Educational
- W16 Sick
- W17 Other
- W18 Best Interests of State

**Lv W/ Pay**

- W31 Educational

**Spec Lv W/ Pay**

- W41 Special, For Investigative Purposes

Y=SEPARATIONS

**Trans Out**

- Y01 Transfer (appoint auth. chg)

**Terminate**

- Y02 Time-Limit Terminate
- Y03 Terminate
- Y04 Initial Probation

**Resign**

- Y11 Salary
- Y12 Lack of Opportunity
- Y13 Personal Conflict
- Y14 Marriage
- Y15 Job Incompatibility
- Y16 Return to School
- Y17 Health
- Y18 Family Reasons
- Y19 Transportation
- Y20 Moving
- Y21 To be Re-appointed, same cabinet, diff dept or diff cabinet
- Y22 Other
- Y23 From Leave
- Y24 To be Re-appointed, same cabinet & dept.
- Y25 Resign, accept w/ prejudice

**Retire**

- Y31 Disability
- Y32 Early
- Y34 Normal
- Y35 From Leave

**Dismiss**

- Y41 Time and Attendance
- Y42 Work Performance
- Y43 Job Abandonment
- Y44 Patient/Client Abuse
- Y45 Sleeping on the Job
- Y46 Policy Violation
- Y47 Insubordination
- Y48 Alcohol/Drug Use
- Y49 Misconduct
- Y50 From Suspension
- Y51 Other or From Leave

**Layoff**

- Y61 Lack of Work
- Y62 Lack of Funds
- Y63 Reorganization
- Y64 Other

**Death**

- Y71 Deceased

Abbreviations not apparent are:

Chg=change                      Pos=position  
 Trans=transfer                Incse=increase  
 W/In=within                  Sal=salary  
 W/O=without                  Ret=return  
 N/A=Not Available